

15 April 1976

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MEMORANDUM FOR: Chief, Information Systems Analysis Staff
FROM : [REDACTED] Deputy Chief, Records
Administration Branch
SUBJECT : Retention by CRS on Non-CIA Documents
REFERENCE : Memo from Director, CRS, dated 23 March 1976,
Subject: Retention of Non-CIA Documents

1. The retention of non-CIA documents at the Records Center and in Central Reference Service, DDI has long been a problem and has been discussed many times over the past 15-16 years.

2. In January 1961, CODIB-D-75, "Disposition of Inactive Intelligence Reference Collections" stated "henceforth, as agreed by the Records Management Officers of the Departments of the Air Force, Army and Navy, the Department of State, the Atomic Energy Commission, the Federal Bureau of Investigation, and the Central Intelligence Agency, CIA will, and any other agreeing agency can, dispose of other agency-produced intelligence documents five years after such documents become inactive. Further, any requests for such documents beyond this retention period will be serviced by the Agency of Record".

3. Again in June 1970, Central Reference Service, in order to reduce the cost of storage and handling of documents over ten years old, solicited comments on a proposed plan to accomplish this objective. This proposed plan became [REDACTED] dated July 1975. Specifically, it mentioned "Requests for collateral documents issued by other USIB agencies will be serviced from the CRS microfilm collection or from the issuing agency", and further "Hard copy collateral reports and other documents issued by other USIB agencies will be destroyed."

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4. In 1970, a test of 14 requests to the "Agency of Record" for 1968 documents required an average of six months per request. The response time increased with requests for older documents. In September 1971, Department of State was queried on a number of their reports and in November informed us they could not respond to all the items on the request, and could not locate a "master set" of their own Intelligence Reports. They further suggested that we retain what we had since they could not provide any assurance that they could service our requests in the future. Based on the above we have maintained these records for our own internal needs beyond the arrangement in CODIB-D-75 and [REDACTED]

5. Therefore, our proposed plan of action to solve the retention problems are:

(1) Meet with CRS and the Records Management Officers of the Intelligence Community agencies to determine first if they have and can locate record sets of their own intelligence documents (as agreed to in CODIB-D-75). If these record sets are located, then we can establish a procedure to insure timely response to any Community requests for these documents. If they cannot locate the record set of these documents, then would they agree to accept the transfer of these records from CIA so that they could thus establish a record set for Community reference.

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(2) In the event the agencies cannot locate records set and will not agree to accepting the records for transfer, then establish a policy in CIA to retain these documents for a specific period of time, based on user replies to the CRS memo, dated 23 March 1976, and thereafter destroy. This policy may render the CODIB-D-75 agreement and [REDACTED] at least partially obsolete.

(3) If certain agencies can locate their record sets, and can establish a servicing procedure, the CODIB agreement should be honored for those agencies, and CIA will then establish a policy to dispose of our collection of these documents according to the agreement. The alternative (2) above would apply only to those agencies which cannot locate the records set nor agree to a transfer from us.

6. We welcome the opportunity offered by CRS to provide input into the decision on whether or not to retain documents and their indices from other Agencies. Our proposed plan of action would establish once and for all time the retention/non-retention and servicing of these documents and will thus eliminate the need for continually surfacing the problem. Our need to retain the index entry for these documents can only be decided, of course, when a decision on the records is made.

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